



4R Conflicts of Interests Policy (Exams) 2025- 2026

This policy was approved as follows:

Approver:	L&S Committee	Date:	February 2025
Owner:	Carole Dodd	Version:	1
LAC adoption date:		Review frequency:	1 year
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This policy applies to all School Academy staff, pupils and parents.

Document History

Version	Version Date	Author	Summary of Changes
V1	Feb 2025	Carole Dodd	Policy reformatted using new template and Trust name change updated. Name change (Highlighted in yellow)

Key staff involved in the policy

Role	Name(s)
Head of Centre	Mrs J Rudge
Senior Leader	Mrs C Dodd
Exams Officer	Mrs B Sosinski

Introduction

It is the responsibility of the head of centre to ensure that Thomas Alleyne's High School:

- Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:
 - Any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
 - Any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. Son/daughter) for qualifications which include internally assessed components/units and maintains clear records of all instances where:
- Exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. Son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- Centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- Centre staff are taking qualifications at other centres (gr 5.3)

Purpose of the policy

The purpose of this policy is to confirm how Thomas Alleyne's High School manages conflicts of interest under normal delivery arrangements in accordance with the regulations.

General principles

Thomas Alleyne's is committed to

- Maintaining the highest standard of exam security and integrity.
- Ensuring that staff adhere to transparency, impartiality and accountability when dealing with situations that may present a conflict of interest.

Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests may compromise the ability to make impartial and objective decisions in the best interest of the Centre, students or stakeholders

A conflict of interest may be financial, familial or otherwise

Roles and responsibilities

The role of the head of centre

Ensure conflicts of interest are managed according to the requirements (GR 5.3)

- All staff members are required to disclose any potential conflicts of interest to the school which include the nature of the conflict and its potential impact on the school
- Ensure clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (GR 5.3)
- Seek advice from an impartial third party
- Implement measure to mitigate the conflict

The role of the exams office/officer

- To ensure the process for collecting declarations of interest is undertaken
- To collate and maintain records of a conflict of interest disclosure
- Ensure the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)
- Ensure that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre
- Ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
- Ensure that during the examination series the member of centre staff is treated in the same way as any other candidates entered for that examination, does not have access to examination materials and does not receive any preferential treatment (GR 5.3)
- Identify and follow the awarding body's administrative process for submitting details of members of staff who are:
 - Taking qualifications which include internally assessed components/units at their own centre
 - Teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units (GR 5.3)
- Retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (GR5.3)